



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Directors Office

Division: Central Office

Sub-Section: Administration

TITLE: Institutional Files

CUTOFF:

DESCRIPTION: Includes information pertaining to the state hospitals, mental health centers, habilitation centers and regional centers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5768

SERIES STATUS: Approved

APPROVAL DATE:

6/26/1984

TITLE: Monthly Computer Listings

CUTOFF:

DESCRIPTION: Medical Malpractice

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5773

SERIES STATUS: Approved

APPROVAL DATE:

6/26/1984

TITLE: Reports

CUTOFF:

DESCRIPTION: Legal fees, House Bill 1724, etc

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5772

SERIES STATUS: Approved

APPROVAL DATE:

6/26/1984